

---

## INDEX FOR FORMS & SHEETS

Animal Welfare Order Form.....	5.4.3
Application for License - New License (APHIS Form 7003-A).....	5.4.4
Application for License - Renewal (APHIS Form 7003).....	5.4.5
Application for Registration (APHIS Form 7011).....	5.4.6
Checklist for Animal Care Inspection Report.....	5.4.7
Complaint Sheet.....	5.4.8
Exercise Plan for Dogs.....	5.4.9
Exercise Plan for Dogs - Instructions.....	5.4.10
Handling of Dangerous Animals Letter.....	5.4.11
Inspection Report.....	5.4.14
Itinerary for Traveling Facilities.....	5.4.15
List of Commercial Tag Manufacturers.....	5.4.16
Perimeter Fence Variance Request Letter.....	5.4.17
Photograph label.....	5.4.19
Procedure for Obtaining a Tattoo Code.....	5.4.20
Program of Veterinary Care (APHIS Form 7002).....	5.4.21
Record of Acquisition and Dogs and Cats on Hand (APHIS Form 7005).....	5.4.25
Record of Animals on Hand (Other than Dogs or Cats) (APHIS Form 7019).....	5.4.27
Record of Disposition of Dogs and Cats (APHIS Form 7006).....	5.4.28
Record of Disposition of Dogs and Cats - Continuation Sheet (APHIS Form 7006A).....	5.4.30
Record of Acquisition, Disposition or Transport of Animals (Other than Dogs and Cats) (APHIS Form 7020).....	5.4.32

Record of Acquisition, Disposition or Transport of Animals (Other than Dogs and Cats) - Continuation Sheet (APHIS Form 7020A).....	5.4.34
Request for USDA License .....	5.4.36
Request to Add/Delete Sites.....	5.4.37
Request to Use Microchipping as a Method of Identification.....	5.4.38
Search for Unlicensed Activity form.....	5.4.39
State and Territory Identification Codes.....	5.4.40
Taxpayer Identification Number.....	5.4.41
Voluntary Cancellation of License/Registration.....	5.4.42

ANIMAL WELFARE ORDER FORM

QUANTITY	APHIS FORM NO.	TITLE AND DESCRIPTION
_____	7005	Record of Dogs and Cats on Hand
_____	7006	Record of Disposition of Dogs and Cats
_____	7006A	Continuation Sheet (Record of Disposition of Dogs and Cats)
_____	7019	Record of Animals other than Dogs and Cats
_____	7020	Record of Disposition of Animals other than Dogs and Cats
_____	7020A	Continuation Sheet (Record of Disposition of Animals other than Dogs and Cats)

---

ORDERED BY: License/Registration No.: \_\_\_\_\_

Name: \_\_\_\_\_

Doing Business As: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_  
(Include Area Code)

Date: \_\_\_\_\_

---

FOR OFFICE USE ONLY

Order filled by: \_\_\_\_\_

Date: \_\_\_\_\_



Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRA, Room 404-W, Washington, D.C. 20250; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

FORM APPROVED OMB NO. 0579-0086

No license may be issued unless a completed application has been received (7 U.S.C. 2133-2143), and the applicant is in compliance with the standards and regulations Section 1

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

DO NOT USE THIS SPACE - OFFICIAL USE ONLY

SEND THE COMPLETED FORM TO: **USDA, APHIS, AC**

# APPLICATION FOR LICENSE

(TYPE OR PRINT)

NEW LICENSE

LICENSE NO.	RENEWAL DATE	FEES	
		AMOUNT	DATE RECEIVED

1. NAME(S) OF OWNER(S) AND MAILING ADDRESS

2. ALL BUSINESS NAMES, LOCATIONS, AND ALL SITES HOUSING ANIMALS (P.O. Box not acceptable)

COUNTY: \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_

COUNTY \_\_\_\_\_ TELEPHONE ( ) \_\_\_\_\_

3. IF PREVIOUSLY LICENSED - NAME AND ADDRESS

4. NAME AND ADDRESS OF OTHER BUSINESS(S) HANDLING ANIMALS IN WHICH APPLICANT/LICENSEE HAS AN INTEREST

PREVIOUS LICENSE NO

5. TYPE OF LICENSE

A - Dealer (Breeder)     B - Dealer     C - Exhibitor

6. DATE OF LAST BUSINESS YEAR

FROM			TO		
MO	DAY	YEAR	MO	DAY	YE.

7. NATURE OF BUSINESS (Check item(s) that describe nature of your business)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> A - Zoo            | <input type="checkbox"/> B - Aquariums   | <input type="checkbox"/> C - Auction      |
| <input type="checkbox"/> D - Breeder        | <input type="checkbox"/> E - Pets        | <input type="checkbox"/> F - Roadside Zoo |
| <input type="checkbox"/> G - Circus         | <input type="checkbox"/> H - Animal Acts | <input type="checkbox"/> I - Carnival     |
| <input type="checkbox"/> J - Drive thru Zoo | <input type="checkbox"/> K - Pet Store   | <input type="checkbox"/> L - Broker       |

8. TYPE OF ORGANIZATION

- Partnership     Corporation     Individual  
 Other (Specify) \_\_\_\_\_

9. LIST OWNERS, PARTNERS, AND OFFICERS

NAME AND TITLE	ADDRESS

10. DEALER ONLY

TOTAL NO. OF ANIMALS PURCHASED IN THE LAST BUSINESS YEAR	
TOTAL NO. OF ANIMALS SOLD IN THE LAST BUSINESS YEAR	
TOTAL GROSS AMOUNT DERIVED FROM THE SALE OF ANIMALS	
DOLLAR AMOUNT ON WHICH FEE IS BASED (Sections 2 6 and 2 7)	

11. EXHIBITOR ONLY (No of animals holding now or held during the last business whichever is greater)

DOGS		RABBITS	
CATS		NONHUMAN PRIMATES	
GUINEA PIGS		MARINE MAMMALS	
HAMSTERS		WILD OR EXOTIC MAMMALS	
OTHER (i.e., farm animals) (List Species and No.)			

## CERTIFICATION

I hereby make application for a license under the Animal Welfare Act 7 U.S.C. 2131 et seq. I certify that the information provided herein is true correct to the best of my knowledge. I hereby acknowledge receipt of and agree to comply with all the regulations and standards in 9 CFR, Subpart Parts 1, 2 and 3. I certify that I am over 18 years of age.

12. SIGNATURE

13. NAME AND TITLE (Type or Print)

14. DATE



U.S DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

APPLICATION FOR LICENSE  
(TYPE OR PRINT)

LICENSE RENEWAL

DO NOT USE THIS SPACE - OFFICIAL USE ONLY  
SEND THE COMPLETED FORM TO

CERTIFICATE / CUSTOMER NO.	RENEWAL DATE	FEES	
		AMOUNT	DATE RECEIVED
CERT:			
CUST:			

1. NAME(S) OF LICENSEE(S) AND MAILING ADDRESS

2. ALL BUSINESS (Site) LOCATIONS HOUSING ANIMALS; INCLUDE DIRECTIONS TO EACH LOCATION (P.O. Box not acceptable)

Telephone:

Telephone:

3. LIST PERSONS 18 YEARS OF AGE OR OLDER AUTHORIZED TO CONDUCT BUSINESS. RESPONSIBLE OFFICIAL SIGNING BLOCK 10 SHOULD BE LISTED IN THIS BLOCK.

4. (A) PREVIOUS USDA LICENSE NUMBER (if any)

(B) ACTIVE USDA CERTIFICATE NUMBER IN WHICH YOU HAVE AN INTEREST:

5. TYPE OF LICENSE

Class A - Breeder  Class B - Dealer  Class C - Exhibitor

6. DATE OF LAST 12-MONTH BUSINESS YEAR (CALENDAR OR FISCAL)

FROM	TO

7. TYPE OF ORGANIZATION

Individual  Corporation  Partnership  
 Other (Specify) \_\_\_\_\_

8. DEALERS ONLY. Class A or Class B licensees must complete this Block. (Class C Exhibitors go to Block 9)

CLASS A (BREEDER) - LINE 'D' = 1/2 OF LINE 'C'  
CLASS B (DEALER) - LINE 'D' = LINE 'C' LESS THE AMOUNT PAID FOR THE ANIMAL(S)

A. TOTAL NO. OF ANIMALS PURCHASED IN THE LAST BUSINESS YEAR

B. TOTAL NO. OF ANIMALS SOLD IN THE LAST BUSINESS YEAR

C. TOTAL GROSS DOLLAR AMOUNT DERIVED FROM REGULATED ACTIVITIES (SALES, BOOKING FEES, COMMISSIONS, ETC.)

D. DOLLAR AMOUNT ON WHICH FEE IS BASED (SECTIONS 2.6 AND 2.7)

9. CLASS C EXHIBITORS ONLY. (Number of animals holding now or held during the last business year, whichever is greater.)

DOGS	NONHUMAN PRIMATES	RODENTS (Do not include lab rats or mice)
CATS	MARINE ANIMALS	WILD/EXOTIC HOOFSTOCK
GUINEA PIGS	FARM ANIMALS	BEARS
HAMSTERS	WILD/EXOTIC CANINES	WILD/EXOTIC MAMMALS (NOT LISTED ELSEWHERE)
RABBITS	WILD/EXOTIC FELINES	TOTAL (ALL ANIMALS LISTED IN BLOCK 9)

CERTIFICATION

I hereby make application for a license under the Animal Welfare Act 7 U.S.C. 2131 et seq. I certify that the information provided herein is true and correct to the best of my knowledge. I hereby acknowledge receipt of and certify to the best of my knowledge I am in compliance with all the regulations and standards in 9 CFR, Subpart

10. SIGNATURE

11. PRINT NAME

12. SOCIAL SECURITY OR TAX

13. DATE





**U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
APPLICATION FOR REGISTRATION**

(TYPE OR PRINT)

- Research Facility (Complete items 1, 2, and Sections A, B, and C)
  - Exhibitor (Complete items 1, 2, and Sections B and C)
- Carrier (Complete items 1, 2, and Section C)
  - Intermediate Handler (Complete items 1, 2, and Section C)

**USDA USE ONLY**

Applicant should send four (4) completed copies to this address:

---

REGISTRATION NO.	DATE REGISTERED
------------------	-----------------

1. REGISTRANT (Name and permanent mailing address, including Zip Code)	2. LOCATION(S) OF BUSINESS, EXHIBITION SITE(S), OR RESEARCH FACILITIES (Use additional sheets if necessary)
--	---

3. DO YOU USE OR INTEND TO USE DOGS OR CATS OR OTHER ANIMALS COVERED BY THE ANIMAL WELFARE ACT <input type="checkbox"/> Yes <input type="checkbox"/> No	4. DO YOU PURCHASE OR TRANSPORT DOGS OR CATS OR OTHER ANIMALS AS DEFINED IN THE ANIMAL WELFARE ACT <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. ARE YOU USING FEDERAL FUNDS TO CARRY OUT RESEARCH, TESTS, OR EXPERIMENTS <input type="checkbox"/> Yes <input type="checkbox"/> No	6. IF "YES" IN ITEM 5, "X" OR SPECIFY <input type="checkbox"/> Grant <input type="checkbox"/> Award <input type="checkbox"/> Loan <input type="checkbox"/> Contract <span style="float: right;">Other (Specify)</span>	
7. NAME OF FEDERAL AGENCY(S) SUPPLYING FUNDS		

8. NAME AND LOCATION OF EACH RESEARCH REPORTING FACILITY (see 9 CFR, Section 2.36) WHERE TEACHING, RESEARCH, TESTS, OR EXPERIMENTS ARE CONDUCTED WITH ANIMALS WHICH ARE COVERED BY THIS REGISTRATION. (Use reverse or attach additional sheets.)

---



---

**9. NO ANIMALS USED OR EXHIBITED ANNUALLY (Attach additional sheets if needed)**

A Dogs	B Cats	C Guinea Pigs	D Hamsters	H Other (Specify and give No.)
E Rabbits	F Non-human Primates	G Marine Mammals		

10. NATURE OR ORGANIZATION OR BUSINESS ("X" one) <input type="checkbox"/> Private <input type="checkbox"/> Commercial <input type="checkbox"/> State, County or Municipal <input type="checkbox"/> Federal	11. TYPE OF OPERATION ("X" each applicable operation) <input type="checkbox"/> College or University <input type="checkbox"/> Hospital <input type="checkbox"/> Exhibitor <input type="checkbox"/> Carrier <input type="checkbox"/> Intermediate Handler <input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Marine <input type="checkbox"/> Truck		
12. TYPE OF ORGANIZATION <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Association	Other (Specify)	13. STATE WHERE INCORPORATED	14. DATE INCORPORATED

**15. IF PARTNERSHIP, IDENTIFY EACH PARTNER OR OFFICER  
IF CORPORATION OR ORGANIZATION, IDENTIFY PRINCIPAL OFFICERS (Use reverse, if needed)**

A. NAME	B. TITLE	C. ADDRESS (full address, including zip code)

**CERTIFICATION**

I hereby register as a Research Facility, Exhibitor, Carrier, or Intermediate Handler under the Animal Welfare Act, 7 USC 2131 et seq and I certify that the information provided herein is true and correct to the best of my knowledge and belief.

16. SIGNATURE	17. NAME AND TITLE (Type or Print)	18. DATE SIGNED
---------------	------------------------------------	-----------------

**ACKNOWLEDGEMENT OF RECEIPT OF REGULATIONS AND STANDARDS**

I hereby acknowledge receipt of and agree to comply with all the regulations and standards contained in 9 CFR, Chapter 1, Subchapter A.

19. SIGNATURE	20. NAME AND TITLE (Type or Print)	21. DATE SIGNED
---------------	------------------------------------	-----------------



Name of Licensee/Registrant \_\_\_\_\_

Site No. \_\_\_\_\_

Lic./Reg./No. \_\_\_\_\_

Site Name \_\_\_\_\_

Date of Inspection \_\_\_\_\_

**FACILITIES (permanent and transport)**

	Structure & Construction
	Condition & Site
	Surfaces & Cleaning
	Utilities/Washrooms/Storage
	Drainage & Waste Disposal
	Temperature/Ventilation/Lighting
	Shelter from elements
	Capacity/Perimeter fence/Barrier

**PRIMARY ENCLOSURE**

	General Requirements
	Space & Additional Requirements
	Protection from Predators

**ANIMAL HEALTH AND HUSBANDRY**

	Exercise & Socialization
	Environment Enhancement
	Feeding
	Watering
	Cleaning Sanitation
	Housekeeping & Pest Control

**OTHER**

	Identification
	Records & Holding Period
	Handling
	Veterinary Care
	IACUC
	Personnel Qualifications





USDA, APHIS, Animal Care



**ANIMAL WELFARE COMPLAINT**

---

Complaint No.                  Date Entered                  Received By

---

Referred To    Reply Due

---

**Facility or Person Complaint Filed Against**

---

Name	Customer/License/Registration No.
------	-----------------------------------

---

Address

---

City	State	Zip	Phone No
------	-------	-----	----------

---

**Complainant**

---

Name	Organization
------	--------------

---

Address

---

City	State	Zip	Phone No./Email address
------	-------	-----	-------------------------

---

How was complaint received?

---

**Details of Complaint:**

---

**Results:**

---

Application packet provided?    Yes     No

---

INSPECTOR	DATE
-----------	------

---

REVIEWED BY	DATE
-------------	------



EXERCISE PLAN FOR DOGS

\_\_\_\_\_  
Licensee/Registrant Name (Type or Print legibly)

\_\_\_\_\_  
Licensee/Registrant #

The Animal Welfare Act Regulations, Title 9, CFR, Subpart A, Part 3, Section 3.8, requires all licensees and registrants to develop, document, and follow an appropriate exercise plan for their dogs. In addition, the exercise plan must be approved by the attending veterinarian. In developing an exercise plan, you should consider providing positive physical contact with humans that encourages exercise through play or similar activities. If dogs are maintained without sensory contact with other dogs, they must be provided with daily physical contact with humans. Forced methods of exercise, such as treadmills, swimming, or carousels are unacceptable for meeting the exercise requirements.

Please check the appropriate box and, if necessary, describe below:

My dogs are over 12 weeks of age (except bitches with litters), and are housed individually in a cage, pen, or run that provides at least two times the floor space required for that dog, as described in Section 3.6(c)(1).

My dogs are over 12 weeks of age and are housed in compatible groups in a cage, pen, or run that provides, in total, at least 100 percent of the required space for each dog if it were maintained separately.

Other: Please describe the exercise provided to your dogs to meet these requirements (type or print legibly).

A. Frequency:

\_\_\_\_\_

B. Method:

\_\_\_\_\_

\_\_\_\_\_

C. Duration:

\_\_\_\_\_

I. I have read the regulations pertaining to the need and requirements for a written exercise plan for my dogs and hereby submit this completed "Exercise Plan for Dogs" to meet that requirement.

\_\_\_\_\_  
Licensee/Registrant Signature

\_\_\_\_\_  
Date

II. I have read and approve this exercise plan.

\_\_\_\_\_  
Veterinarian's Name (Type or Print legibly)

\_\_\_\_\_  
Veterinarian's Signature

\_\_\_\_\_  
Date 5.4.9





## INSTRUCTIONS FOR EXERCISE PLAN

Each dealer, exhibitor, and research facility must have a written plan of exercise that has been approved by your veterinarian. This written plan must be kept at your facility and must be made available to the USDA inspector upon request.

The following two examples do not require additional opportunity for exercise:

1. Individually housed dogs: Dogs with two times the minimum required floor space do not require additional exercise. Calculate your floor space as follows:

Measure dog from tip of nose to base of tail, add 6 inches to this number.

Multiply: (length of dog ÷ 6 inches) X length of dog ÷ 6 inches).

Answer = minimum floor space in square inches.

**DOUBLE** the amount of this answer to meet exercise requirements.

2. Dogs in Groups: Dogs maintained in cages or pens that provide each dog with 100% of the minimum required floor space do not require additional exercise.

Multiply: (length of dog ÷ 6 inches) X length of dog ÷ 6 inches).

Answer = minimum floor space in square inches.

**DO NOT DOUBLE** this answer to meet the exercise requirement space for group housed dogs.

If your dogs are not kept in space that fits into the examples above, you need to develop an additional plan that provides opportunity for exercise. We encourage you to provide positive physical contact with humans that encourages exercise through play or other activities. Allowing access to runs or open areas or leash walking are two more examples of ways to provide exercise. Whatever method you elect to provide, make sure the exercise is provided to the dogs often enough to be beneficial.

Document your exercise plan in writing, have your attending veterinarian approve and sign it, and keep the form available for USDA review along with your other records. Do not send this plan into the Regional Office.





United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Animal and Plant  
Health Inspection  
Services

Animal Care

Dear Applicant:

Before APHIS can issue a license to you to engage in regulated activities that involve the handling of dangerous or potentially dangerous animals, you must demonstrate compliance with the applicable Animal Welfare Act regulations and standards (including demonstrating that you and your employees have adequate experience and training to handle such animals in accordance with the regulatory requirements). For the safety of the personnel and the animals, we strongly encourage at least two persons be present when working with dangerous animals in a free or potential contact environment.

Exhibitions That Do Not Involve Direct Public Contact With Animals:

The handling regulations require that animals must be handled during public exhibition so that there is minimal risk of harm to the animals and to the public, with sufficient distance and/or barriers between the animals and the general viewing public so as to ensure the safety of the animals and the public. The regulations further require that dangerous animals exhibited to the public must be under the direct control and supervision of a knowledgeable and experienced animal handler. Animal handlers should have demonstrable knowledge of and skill in currently accepted professional standards and techniques in animal training and handling. They should also be able to recognize normal and abnormal behavior and signs of behavioral stress for the species being exhibited, in order to comply with the handling regulations. Handlers must be experienced and be able to apply their knowledge to the safe exhibition of animals. This generally requires at least two years of experience involving the species being exhibited.

Exhibitions That Allow Direct Public Contact With Animals:

Exhibitions that may involve direct public contact include, but are not limited to, circuses, carnivals, elephant rides, photo opportunities, magic acts, and public feeding of animals. The regulations prohibit the use of drugs to facilitate, allow, or provide for public handling of any animals. Public contact with certain dangerous animals may not be done safely under any conditions. In particular, direct public contact with juvenile and adult felines (e.g., lions, tigers, jaguars, leopards, cougars) does not conform to the handling regulations, because it cannot reasonably be conducted without a significant risk of harm to the animal or the public. The handling regulations do not appear to specifically prohibit direct public contact with infant animals, so long as it is not rough or excessive, and so long as there is minimal risk of harm to the animal and to the public. If you intend to exhibit juvenile or adult<sup>1</sup> large felines

---

<sup>1</sup> over 3 months of age



(e.g., lions, tigers, jaguars, leopards, cougars), and would like Animal Care to review your proposed exhibition to determine whether it will comply with the handling regulations, please include with your application a description of the intended exhibition, including the number, species, and age of animals involved and the expected public interaction.

The regulations require that a responsible, knowledgeable and readily identifiable employee be present during all periods of public contact. In addition to the handler qualifications described in the preceding section, handlers of animals exhibited in direct contact with the public should have at least one year of experience with public contact exhibition of the species involved.

Only handlers who meet these qualifications should be allowed to handle the animals during public contact. At least two qualified handlers should be present during periods of public contact, and more qualified handlers may be needed depending on the number of animals and circumstances of the exhibition. Comparable alternative safety measure will be considered on an individual basis. Additional personnel may be needed to guard against members of the public inappropriately approaching the animals. These personnel are not required to meet the handler qualifications.

We strongly encourage licensees who operate public contact venues to have a written contingency plan to address restraint, recapture, and/or euthanasia of the animals in the event of aggressive behavior, escape, and/or other emergency situations. Such a plan should include, at a minimum, procedures for handling and recapturing escaped animals, a clear description of the chain of command during such events, criteria for selecting restraint methods, protocols for euthanasia in emergency situations, and provisions for contacting local law enforcement and animal control officials. Emergency equipment identified in the contingency plan (such as CO2 fire extinguishers, high pressure hoses, pepper sprays, darting equipment, chemical restraint drugs, nets, cell phone, 2-way radios, etc.) should be available during all periods of potential public contact.

To facilitate the licensing procedures and to aid in determining whether an applicant can demonstrate compliance with the handler qualification and safety requirements, we request that documentation of handler qualifications and a copy of the contingency plan be submitted to this office for review and determination of acceptability under the Animal Welfare Act.

#### 5.4.12



Please send all information to this office. If you have any questions, please call this office during the hours of 7:30 am to 4:00 pm, Monday through Friday.

Sincerely,

Regional Director  
Animal Care

5.4.13



Animal Care is a part of the Department of Agriculture's Animal and Plant Health Inspection Service.





United States Department of Agriculture
Animal and Plant Health Inspection Service
Animal Care

INSPECTION REPORT

Name of Licensee/Registrant

Site No.

Lic. / Reg. Number

Business Name (DBA)

Site Name

Date of Inspection

Facility Mailing Address

Site Address

Inspection Time

City, State, Zip (for facility)

Site City, State, Zip (for site)

Inspection Type

NARRATIVE

Multiple horizontal lines for narrative text entry.

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_, USDA, APHIS, Animal Care LARIS ID NO. \_\_\_\_\_

Copy Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_





### ITINERARY FOR TRAVELING FACILITIES

NAME OF LICENSEE:		LICENSE NO.:		
D.B.A. (if applicable)		DATE:		
DATE(S) From To	LOCATION: (Address & necessary instructions for location of premises)	PHONE NUMBER AT LOCATION	PERSON TO CONTACT AT LOCATION	



## LIST OF COMMERCIAL TAG MANUFACTURERS

Ketchum Manufacturing Company  
Lake Luzerne, N.Y. 12846  
518-696-3331  
800-222-0460

National Band & Tag Company  
721 York Street  
PO Box 72430  
New Port, KY 41072-0430  
859-261-2035  
Fax: 1-800-261-8247  
e-mail: [www.nationalband.com](http://www.nationalband.com)

Products International Company  
2345 W. Holly Street  
Phoenix, AZ 85009  
602-257-0141  
800-521-5123

St. Paul Stamp Works, Inc.  
946 University Avenue  
St. Paul, MN 55104  
651-228-1522  
e-mail: [www.municipaldiv.com](http://www.municipaldiv.com)





United States  
Department of  
Agriculture

Marketing and  
Regulatory  
Programs

Animal and Plant  
Health Inspection  
Services

Animal Care

Dear Licensee/Registrant

APHIS published a change to the standards which requires all outdoor housing facilities to be enclosed by a perimeter fence that is of sufficient height to keep animals and unauthorized persons out. All facilities must meet this requirement on or before May 17, 2000 or have a variance from this standard.

Potentially dangerous animals require an 8 foot perimeter fence. Examples of these species include, but are not limited to, bears, wolves, rhinoceros, elephants, large felines (lions, tigers, leopards, cougars, jaguars), etc. All other species require a 6 feet perimeter fence. Examples of these species include, but are not limited to, ferrets, raccoons, skunks, elk, deer, antelope, small exotic felines (margay, fishing cat, lynx), etc. The perimeter fence must be located at least 3 feet from the primary enclosure. Fences not meeting these requirements must be approved by the Administrator.

You may request a variance from the perimeter fence requirements if one or more of the following conditions are met:

- the outside walls of the primary enclosures are made of sturdy, durable material and are constructed in a manner that restricts the entry of animals and unwanted persons
- the outdoor housing facility is protected by an effective barrier that restricts the regulated animals to the facility and restricts entry by animals and unwanted persons
- appropriate alternative security measures are used

To request a variance, please submit in writing the following information:

- your name and address
- your business name, if applicable
- license or registration number
- a description of the animal's primary enclosures (size, wall/fence height, construction materials used for the enclosure walls)
- describe the species of animals in each enclosure (number within each enclosure, age, health status)
- describe the location of your facility (rural, urban, remote, residential, closeness of neighbors, etc.)
- description of barrier fence (construction materials of the barrier, distance from enclosure walls, height of barrier)
- description of current perimeter fence (height, construction materials used for the perimeter fence)
- description of alternative security measures, such as security guards/personnel, cameras, alarms, etc.

5.4.17



Animal Care is a part of the Department of Agriculture's Animal and Plant Health Inspection Service.

We recommend you include pictures and/or a drawing of the layout of your facility and enclosures to assist us in evaluating your facility.

Mail your request and supporting documents to:

USDA-APHIS-Animal Care

We appreciate your efforts to comply with the Animal Welfare Act. If you have any questions or concerns, please do not hesitate to call our office.

Sincerely,

Regional Director  
Animal Care

5.4.18



Animal Care is a part of the Department of Agriculture's Animal and Plant Health Inspection Service.

# PHOTOGRAPH LABEL

SUBJECT/NAME \_\_\_\_\_

LIC/REG/CASE NO. \_\_\_\_\_

SECTION NO. \_\_\_\_\_ TIME \_\_\_\_\_

DESCRIPTION OF PHOTOGRAPH

PHOTOGRAPHER \_\_\_\_\_ DATE \_\_\_\_\_





**SUBJECT Procedure for Obtaining a Tattoo Code**

This is to clarify the policy and proper procedures to follow when a licensee requests a tattoo.

The tattoo identification will be assigned from the Regional Office. Each licensee who wishes to use tattoos to identify his or her animals will be assigned a code for identification to include the type of business and the State in which he or she is licensed. In addition to the dealer's codes assigned, the dealer will be required to add the necessary numbers to the tattoo to uniquely identify each animal.

Licensees having dogs or cats identified with tattoos that received prior Department approval will be allowed to retain the old tattoo identification on these animals and use the new tattoo identification on any additional animals acquired.

If you wish to continue to use tattoo identification for your animals, please write to request an assigned tattoo code for your facility. Please direct your request to:

(Name -- Regional Director)  
Director - \_\_\_\_\_ Region  
USDA, APHIS, AC  
Street Address  
City State Zip Code

Should you have any questions regarding this matter, please feel free to contact our office at: (Phone No.: (Area Code) \_\_\_\_\_)



Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing the burden, to USDA, OIRM, Clearance Officer, Room 404-W, Washington, DC 20250. When replying refer to the OMB Number and Form Number in your letter.

The Animal Welfare Regulations, Title Subchapter A, Part II, Subpart C, Sec. 2.33 and Subpart D, Section 2.40 require a Program of Veterinary Care.

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

FORM APPROVED OMB NO. 0579-00

**ANIMAL CARE**

OFFICE USE ONLY

(Program of Veterinary Care for Research Facilities or Exhibitors/Dealers)

DATE RECEIVED

**SECTION I. A PROGRAM OF VETERINARY CARE (PVC) HAS BEEN ESTABLISHED BETWEEN:**

A LICENSEE/REGISTRANT		B VETERINARIAN
1 NAME		1 NAME
2 BUSINESS NAME		2 CLINIC
3 USDA LICENSE/REGISTRATION NUMBER		3 STATE LICENSE NUMBER
4 MAILING ADDRESS		4 BUSINESS ADDRESS
5 CITY, STATE AND ZIP CODE		5 CITY, STATE AND ZIP CODE
6 TELEPHONE NO (Home)	TELEPHONE NO (Business)	6 TELEPHONE NO (Business)

This is a form that may be used for the Program of Veterinary Care. Also, this form may be used as a guideline for the written Program of Veterinary Care as required.

The attending veterinarian shall establish, maintain and supervise programs of disease control and prevention, pest and parasite control, pre-procedural and post-procedural care, nutrition, euthanasia and adequate veterinary care for all animals on the premises of the licensee/registrant. A written program of adequate veterinary care between the licensee/registrant and the doctor of veterinary medicine shall be established and reviewed on an annual basis. By law, such programs must include regularly scheduled visits to the premises by the veterinarian. Scheduled visits are required to monitor animal health and husbandry.

Pages or blocks which do not apply to the facility should be marked N/A. If space provided is not adequate for a specific topic, additional sheets may be added. Please indicate Section and Item Number.

I have read and completed this Program of Veterinary Care, and understand my responsibilities.

Regularly scheduled visits by the veterinarian will occur at the following frequency \_\_\_\_\_ (minimum annual)

C. SIGNATURE OF LICENSEE/REGISTRANT	DATE
D. SIGNATURE OF VETERINARIAN	DATE

CHECK IF N/A

SECTION II. DOGS AND CATS

VACCINATIONS - SPECIFY THE FREQUENCY OF VACCINATION FOR THE FOLLOWING DISEASES

	CANINE			FELINE	
	JUVENILE	ADULT		JUVENILE	ADULT
ARBOVIRUS			PANLEUK		
TEMPER			RESP VIRUSES		
DIPHTHS			RABIES		
PTOSPIROSIS			OTHER (Specify)		
DISES					
RDITELLA					
OTHER (Specify)					

PARASITE CONTROL PROGRAM - DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING:

ECTOPARASITES (Fleas, Ticks, Mites, Lice, Flies)

BLOOD PARASITES (Heartworm, Babesia, Ehrlichia, Other)

INTESTINAL PARASITES (Fecals, Deworming)

EMERGENCY CARE - DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND AND HOLIDAY CARE

EUTHANASIA

SICK, DISEASED, INJURED OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED EUTHANASIA WILL BE IN ACCORDANCE WITH THE AVMA RECOMMENDATIONS AND WILL BE CARRIED OUT BY THE FOLLOWING

VETERINARIAN

LICENSEE/REGISTRANT

METHOD(S) OF EUTHANASIA

ADDITIONAL PROGRAM TOPICS - THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE

Congenital Conditions

Quarantine Conditions

Nutrition

Anthelmintic alternation

Other (Specify) \_\_\_\_\_

Exercise Plan (Dogs)

Proper Handling of Biologics

Venereal Diseases

Pest Control and Product Safety

Proper Use of Analgesics and Sedatives

CHECK IF N/A

SECTION III. WILD AND EXOTIC ANIMALS

A. VACCINATIONS - LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY OF VACCINATIONS (Enter N/A if not applicable)

CARNIVORES

HOOFED STOCK

PRIMATES

ELEPHANTS

MARINE MAMMALS

OTHER (Specify)

B. PARASITE CONTROL PROGRAM - DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING

1. ECTOPARASITES (Fleas, Ticks, Mites, Lice, Flies)

2. BLOOD PARASITES

3. INTESTINAL PARASITES

C. EMERGENCY CARE

1. DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND AND HOLIDAY CARE

2. DESCRIBE CAPTURE AND RESTRAINT METHOD(S)

D. EUTHANASIA

1. SICK, DISEASED, INJURED OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. EUTHANASIA WILL BE IN ACCORDANCE WITH THE AVMA RECOMMENDATIONS AND WILL BE CARRIED OUT BY THE FOLLOWING.

VETERINARIAN

LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

E. ADDITIONAL PROGRAM TOPICS - THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE

Pest Control and Product Safety

Quarantine Procedures

Zoonoses

Other (Specify) \_\_\_\_\_

Environment Enhancement (Primates)

Water Quality (Marine Mammals)

Species-specific Behaviors

Proper Storage and Handling of Drugs and Biologics

Proper Use of Analgesics and Sedatives

F. LIST THE SPECIES SUBJECTED TO TB TESTING, AND THE FREQUENCY OF SUCH TESTS

CHECK IF N/A

SECTION IV. OTHER WARMBLOODED ANIMALS

INDICATE SPECIES

VACCINATIONS - LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY OF VACCINATIONS  
(Enter N/A if not applicable)

PARASITE CONTROL PROGRAM - DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING  
ECTOPARASITES (Fleas, Ticks, Mites, Lice, Flies)

INTERNAL PARASITES (Helminths, Coccidia, Other)

EMERGENCY CARE - DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND AND HOLIDAY CARE

EUTHANASIA

SICK, DISEASED, INJURED OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. EUTHANASIA WILL BE IN ACCORDANCE WITH THE AVMA RECOMMENDATIONS AND WILL BE CARRIED OUT BY THE FOLLOWING

VETERINARIAN

LICENSEE/REGISTRANT

METHOD(S) OF EUTHANASIA

ADDITIONAL PROGRAM TOPICS - THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE

Pasture/colitis

Pododermatitis

Cannibalism

Wet Tail

Other (Specify) \_\_\_\_\_

Species Separation

Malocclusion/Overgrown Incisors

Pest Control and Product Safety

Handling

This record is required by law (7 USC 2131-2166). 49 CFR, Subchapter A, Parts 1, 2 and 3) Failure to maintain this record can result in a suspension or revocation of license and/or imprisonment for not more than 1 year, or a fine of not more than \$1,000, or both.

FORM APPROVED  
OMB NO 0679-0038

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

**RECORD OF ACQUISITION AND DOGS AND CATS ON HAND**

See reverse side for OMB information

1. RECORD FOR ("X")		2. NAME AND ADDRESS OF LICENSEE, REGISTRANT, OR HOLDING FACILITY		3. BUSINESS YEAR		4. PAGE NO.	
<input type="checkbox"/> Dealer <input type="checkbox"/> Holding Facility (submit copy to Dealer) <input type="checkbox"/> Other <input type="checkbox"/> Exhibitor (Dogs and Cats only)		USDA LICENSE OR REGISTRATION NO		FROM (Mo, Day, Yr.)	TO (Mo, Day, Yr.)		
IDENTIFICATION OF EACH ANIMAL BEING DELIVERED (See reverse for Breed Abbreviations)							
A.	B.	C.	D.	E.	F.	G.	H.
TATTOO OR USDA TAG NO.	DOG "X" M or F	CAT M or F	AGE OR DATE OF BIRTH	WT.	BREED OR TYPE <small>If mixed breed, list 2 dominant breeds</small>	DESCRIPTION OF ANIMAL <small>(Color, Distinctive Marks, Hair, Tail Tattoos, etc.)</small>	DATE ACQUIRED
ACQUIRED FROM							
I. NAME AND ADDRESS USDA LICENSE OR REGISTRATION NUMBER, OR DRIVER'S LICENSE NUMBER AND STATE, VEHICLE LICENSE NUMBER AND STATE.							
DISPOSITION							
J. Date Removed or Sold							
K. Date Died or Euthanized (Specify)							
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				
	M	F	M				

Public reporting burden for this collection of information is estimated to average 16 annual hours per recordkeeper, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, AG Box 7630, Washington, D.C. 20250, and to the office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503

BREED ABBREVIATIONS - DOGS (Continued)

Alghan Hound	- AH	Dachshund	- DH	Komondor	- KM	Shih-tzu	- SI
Airedale Terrier	- AD	Dalmation	- DL	Labrador Retriever	- LR	Silky Terrier	- ST
Akita	- AK	Doberman	- DB	Lhasa Apso	- LA	Spritz	- SZ
American Bull Terrier	- AB	Elkhound	- EB	Malamute	- MM	Springer Spaniel	- SR
Basenji	- BS	English Bulldog	- EB	Mastiff	- MA	Staffordshire Bull Terrier	- SA
Basset Hound	- BH	English Setter	- ES	Mastiff	- MT		
Beagle	- BE	Eskimo Dog	- ED	Mastiff	- MP		
Bedlington Terrier	- BL	Foxhound	- FH	Miniature Pinscher	- NF	Walker	- WK
Bichon Frise	- BF	Fox Terrier	- FT	Newfoundland	- OE	Weimaraner	- WI
Black and Tan Coonhound	- BT	French Bulldog	- FB	Old English Sheepdog	- PK	Welsh Corgi	- WC
Bluebeck	- BK	German Shepherd	- GS	Pekingese	- PK	Whippet	- WH
Boston Terrier	- BO	German Short Haired Pointer	- SH	Pomeranian	- PM	Yorkshire Terrier	- YT
Boxer	- BX	Golden Retriever	- GR	Poodle	- PO	Other (Specify)	
Bulldog	- BU	Gordon Setter	- GO	Pug	- PU		
Cairn Terrier	- CT	Great Dane	- GD	Redbond Coonhound	- RB		
Catahoula	- CU	Great Pyrenees	- GP	Rhodesian Ridgeback	- RR		
Chihuahua	- CA	Greyhound	- GH	Rottweiler	- RW		
Chinese Crested Dog	- CD	Husky	- HK	Saint Bernard	- SB		
Chow-Chow	- CC	Insh Setter	- IS	Samoyed	- SM		
Cocker Spaniel	- CK	Jack Russell Terrier	- JR	Schipperkee	- SK		
Collie	- CL	Keeshond	- KH	Schnauzer	- SN		
Coonhound (Specify)	- CH	King Charles Spaniel	- KC	Scottish Terrier	- SC		
				Shar-pei	- SP		
				Shetland Sheepdog	- SS		

CATS (Continued)		TYPE (Continued)	
Abyssinian	- AH	Hound Crossbreed	- HX
Burmese	- BU	Terrier Crossbreed	- TX
Domestic Long Hair	- DL	Shepard Crossbreed	- SX
Domestic Short Hair	- DS	Spaniel Crossbreed	- PX
Himalayan	- HM		
Maine Coon	- MC		
Manx	- MX		



**RECORD OF ANIMALS ON HAND**  
*(Other than Dogs or Cats)*

This record is required by law (7 U.S.C. 2131-2136). Failure to maintain this record can result in suspension or revocation of license.

Public reporting burden for this collection of information is estimated to average 10 annual hours per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden to Department of Agriculture, Clearance Officer, Office, Room 404 in Washington, D.C. 20250 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

U.S. DEPARTMENT OF AGRICULTURE  
 ANIMAL AND PLANT HEALTH INSPECTION SERVICE

FORM APPROVED OMB NO 0570-0026

1 USDA LICENSE NO.		2 NAME AND ADDRESS OF DEALER		3 BUSINESS YEAR		4 PAGE NO																			
		FROM (Mo, Day, Yr.)		TO (Mo, Day, Yr.)																					
CONTAINER TAG NO CRATE OR PEN NO	A	NO ANIMALS	B	INDIVIDUAL IDENT TATTOOS OR TAG NOS (if applicable)	C	SPECIES	AGE SEX		DATE (Mo, Day, Year)	INVOICE NO	F	ARRIVAL AT PREMISES		FROM (Name and Address) (Gen License No. if Licensee)	H	DATE SOLD EXCHANGED OR DONATED		I	INVOICE NO	J	DATE SOLD (Mo, Day, Yr.)	K	DISPOSITION		
							NO YOUNG	NO ADULT				MO. DAY YEAR	MO. DAY YEAR												
						D																			
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	
							M	F																	

U.S. Government Printing Office 1981 - 817-914-0844

Replicates US 18 (P 77) which may be used

APHIS FORM 7018 (JAN 80)

5.4.27



U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

FORM APPROVED OMB NO 0579-0036

RECORD OF DISPOSITION OF DOGS AND CATS

SALE  EXCHANGE OR TRANSFER  DONATION

1. DATE OF DISPOSITION

2. PAGE

1 OF

**INSTRUCTIONS:** Complete applicable items 1 through 8. Original and USDA Copy to be retained by seller.  
**Buyer's Copy** to accompany shipment. It must be retained by Buyer.

3. SELLER OR DONOR (Name & Address)

4. BUYER OR RECEIVER (Name)

3A. DEALER'S LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (Seller)

4A. USDA LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (if any)

5. IDENTIFICATION OF EACH ANIMAL BEING DELIVERED (See reverse for Breed Abbreviations for Dogs and Cats) \* If mixed breed, list 2 dominant breeds

COMPLETE ITEMS A THRU G FOR EACH ANIMAL

IDENTIFICATION NUMBER	DOG		CAT		AGE OR DATE OF BIRTH	WT	BREED OR TYPE *	DESCRIPTION OF ANIMAL (Color, Distinctive Marks, Hair, Tail, Tattoos, etc.)
	B	M	C	F				
A	M	F	M	F	D	E	F	G
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				

6 DELIVERY BY (Check one and complete applicable items 7 and 8)

COMMERCIAL SHIPPER  BUYER'S VEHICLE  SELLER'S VEHICLE

7 NAME AND ADDRESS OF COMPANY OR FIRM (Include Zip Code)

8 NAME AND BUSINESS ADDRESS OF TRUCK DRIVER (Include Zip Code)

9. RECEIVED BY

10. SIGNATURE

11. TITLE

12. DATE

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 484-W, Washington, D.C. 20250, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

**BREED ABBREVIATIONS - DOGS (Col. F)**

Alghan Hound	- AH	English Setter	- ES	Pomeranian	- PM
Airedale Terrier	- AD	Esquimo Dog	- ED	Poodle	- PO
Akita	- AK	Foxhound	- FH	Pug	- PU
American Bull Terrier	- AB	Fox Terrier	- FT	Redbone Coonhound	- RB
Basset	- BS	French Bulldog	- FB	Rhodesian Ridgeback	- RR
Basset Hound	- BH	German Shaperd	- GS	Rotweiler	- RW
Beagle	- BE	German Short Haired Pointer	- SH	Saint Bernard	- SB
Bedlington Terrier	- BL	Golden Retriever	- GR	Samoyed	- SM
Bichon Frise	- BF	Gordon Setter	- GO	Schipperkie	- SK
Black and Tan Coonhound	- BT	Great Dane	- GD	Schnauzer	- SN
Bluetick	- BK	Great Pyrenees	- GP	Scottish Terrier	- SC
Boston Terrier	- BO	Greyhound	- GH	Shar-pei	- SP
Boxer	- BX	Husky	- HK	Shetland Sheepdog	- SS
Bulmastiff	- BM	Irish Setter	- IS	Shih-tzu	- SI
Cairn Terrier	- CT	Jack Russell Terrier	- JR	Siky Terrier	- ST
Catahoula	- CU	Keeshond	- KH	Spitz	- SZ
Chihuahua	- CA	King Charles Spaniel	- KC	Springer Spaniel	- SR
Chinese Crested Dog	- CD	Komondor	- KM	Staffordshire Bull Terrier	- SA
Chow-Chow	- CC	Labrador Retriever	- LR	Walker	- WK
Cocker Spaniel	- CK	Lhasa Apso	- LA	Weimaraner	- WI
Collie	- CL	Malamute	- MA	Welsh Corgi	- WC
Coonhound (Specify)	- CH	Mastiff	- MA	Whippet	- WH
Dachshund	- DH	Maiese	- MT	Yorkshire Terrier	- YT
Dalmation	- DL	Miniature Pinscher	- MP	Other (specify)	
Doberman	- DB	Newfoundland	- NF		
Elkhound	- EH	Old English Sheepdog	- OE	Hound Crossbreed	- HX
English Bulldog	- EB	Pekingese	- PK	Terrier Crossbreed	- TX
				Shepard Crossbreed	- SX
				Spaniel crossbreed	- PX

**BREED ABBREVIATIONS - CATS (Col. F)**

Abyssinian	- AB
Burmese	- BU
Domestic Long Hair	- DL
Domestic Short Hair	- DS
Himalayan	- HM
Maine Coon	- MC

Manx	- MX
Persian	- PR
Russian Blue	- RB
Rex	- RE
Siamese	- SI

Other (specify)

**TYPE (Col. F)**

Hound Crossbreed	- HX
Terrier Crossbreed	- TX
Shepard Crossbreed	- SX
Spaniel crossbreed	- PX

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

FORM APPROVED OMB NO 0579-0036

CONTINUATION SHEET FOR  
RECORD OF DISPOSITION OF DOGS AND CATS

1 DATE OF DISPOSITION	2 PAGE
	OF

SALE  EXCHANGE OR TRANSFER  DONATION

3 SELLER OR DONOR (Name & Address)	4 BUYER OR RECEIVER (Name)
5A DEALER'S LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (if any)	5B USDA LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (if any)

5 IDENTIFICATION OF ANIMALS BEING DELIVERED \*If mixed breed, list 2 dominant breeds

IDENTIFICATION NUMBER	COMPLETE ITEMS A THRU G FOR EACH ANIMAL							
	DOG	CAT		AGE OR DATE OF BIRTH	WT	BREED OR TYPE *	DESCRIPTION OF ANIMAL (Color, Distinctive Marks, Hair, Tail, Tattoos, etc.)	
	B M OR F	M	C M OR F	D	E	F		G
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				
	M	F	M	F				

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Agriculture, Clearance Office (CR), Room 404 R, Washington, D.C. 20250 and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

**RECORD OF ACQUISITION, DISPOSITION OR TRANSPORT  
OF ANIMALS (Other Than Dogs and Cats)**

1. INVOICE NO. \_\_\_\_\_  
2. PAGE  
1 OF

3. DATE OF DISPOSITION \_\_\_\_\_

SALE       EXCHANGE OR TRANSFER       DONATION

**INSTRUCTIONS:** Complete applicable items 1 through 13. Original and one copy to accompany animals. When delivery is made. Items 14 through 20 must be completed. Original retained by Buyer (Receiver) and copy one returned to Dealer (Seller or Donor). Copy two to be retained by Dealer (Seller or Donor). Attach Continuation Sheet (APHIS FORM 7020A) as needed.

4. DEALER'S LICENSE NO. \_\_\_\_\_

4. SELLER OR DONOR (Name and Address, include Zip Code)

5. BUYER OR RECEIVER (Name and Address, include Zip Code)

7. USDA LICENSE NO. (if any) \_\_\_\_\_

**8. IDENTIFICATION OF ANIMALS BEING DELIVERED**

A. CON- TAINER TAG NO., CRATE OR PEN NO.	B. NO. ANI- MALS	C. PREVIOUS INVOICE NO. (if any)	D. INDIVIDUAL IDENT., TATTOOS, TAG NOS. (if applicable)	E. SPECIES	AGE - SEX		H. EST. WEIGHT (lbs.)	L. REMARKS (Condition, etc.)	RECEIVER'S USE	
					F. NO. YOUNG	G. NO. ADULT			J.	K.
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				
					M / F	M / F				

**DELIVERY BY COMMERCIAL CARRIER**

9. DELIVERY BY ("X" one)

Buyer's Truck       Dealer's Truck  
(Seller or Donor)

10. TRUCK LICENSE NO. \_\_\_\_\_

11. BILL OF LADING NO. \_\_\_\_\_

12. NAME AND ADDRESS OF COMPANY OR FIRM

13. NAME AND ADDRESS OF TRUCK DRIVER

**DELIVERY RECEIPT - TO BE COMPLETED BY BUYER OR RECEIVER**

14. ANIMALS DELIVERED WERE ("X" one)

IN APPARENT GOOD CONDITION       POOR CONDITION       REJECTED (Attach explanation for rejection)

15. TOTAL NUMBER RECEIVED \_\_\_\_\_

16. NUMBER DEAD \_\_\_\_\_

17. NUMBER ALIVE \_\_\_\_\_

18. BY (Signature)

19. TITLE

20. DATE

Public reporting burden for this collection of information is estimated to average 17 annual hours per recordkeeper, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.



U.S. DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

CONTINUATION SHEET FOR  
RECORD OF ACQUISITION, DISPOSITION OR TRANSPORT  
OF ANIMALS

(Other than Dogs and Cats)

SALE       EXCHANGE OR TRANSFER       DONATION

1. INVOICE NO. \_\_\_\_\_ 2. PAGE \_\_\_\_\_

3. DATE OF DISPOSITION \_\_\_\_\_ OF \_\_\_\_\_

4. DEALER'S LICENSE NO. \_\_\_\_\_

4. SELLER OR DONOR (Name) \_\_\_\_\_

6. BUYER OR RECEIVER (Name) \_\_\_\_\_

8 IDENTIFICATION OF ANIMALS BEING DELIVERED

A. CON- TAINER TAG NO., CRATE OR PEN NO.	B. NO ANI- MALS	C. PREVIOUS INVOICE NO (if any)	D. INDIVIDUAL IDENT., TATTOOS, TAG NOS. (if applicable)	E. SPECIES	AGE SEX		H. EST WEIGHT (lbs.)	I. REMARKS (Condition, etc.)	RECEIVER'S USE	
					F. NO YOUNG	G. NO. ADULT			J.	K.
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			
						M / F	M / F			

Public reporting burden for this collection of information is estimated to average 1.7 annual hours per recordkeeper, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

APHIS FORM 7020A (Reverse)

RE: Request for USDA License

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Phone Number: \_\_\_\_\_  
\_\_\_\_\_ County: \_\_\_\_\_

Enclosed are information and forms for licensing under the Animal Welfare Act (AWA).

Copies of the AWA regulations and standards are enclosed for your information; the different license classes are outlined on Page 2 in Part 1, Section 1.1, of the 9CFR (Definitions). If your operation meets the definition of a Class A, B, or C license, complete the enclosed Application for License (APHIS Form 7003-A) and return it to our office with a check, money order, or credit card authorization for the \$10.00 for the nonrefundable application fee. CASH PAYMENTS CANNOT BE ACCEPTED.

The enclosed Program of Veterinary Care (PVC) should be completed and signed by your veterinarian and must be signed by you. Keep the properly completed PVC as a part of your records that will be reviewed by your USDA inspector. DO NOT send the completed PVC form to this office.

Following receipt of your application and the \$10.00 application fee, one of our field representatives will be assigned to make a prelicense inspection of your facility. Once your facility and records are in compliance with all regulations and standards, you will be asked to submit your annual license fee. Do not submit the annual license fee until you are in compliance. Upon receipt of all necessary paperwork, inspections, and fees, your license will be issued. You must not engage in any activities covered under the AWA without first obtaining a license.

The licensing process must be completed within 90 days after your initial prelicense inspection. If your facility is not in compliance with the regulations and standards on the initial inspection, you will be allowed two additional inspections within the 90-day period. If the facility is still not in compliance by the third inspection or the 90 days has elapsed, your application will be closed and you must wait six (6) months before submitting a new application.

Please call (phone no: \_\_\_\_\_) between (office hours: \_\_\_\_\_) with any questions.

Sincerely,

(Name -- Regional Director)  
Director - Animal Care  
\_\_\_\_\_ Region

Inspector: \_\_\_\_\_

Enclosure: Application Kit



REQUEST TO ADD/DELETE SITES

Licensee/Registrant Name: \_\_\_\_\_

License/Registration Number: \_\_\_\_\_

I/We wish to:      Add       Delete       the following sites:

Site No.: \_\_\_\_\_ Name/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Building: \_\_\_\_\_

Floor/Room: \_\_\_\_\_

Contact/Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Site No.: \_\_\_\_\_ Name/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Building: \_\_\_\_\_

Floor/Room: \_\_\_\_\_

Contact/Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Site No.: \_\_\_\_\_ Name/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Building: \_\_\_\_\_

Floor/Room: \_\_\_\_\_

Contact/Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

\_\_\_\_\_  
Facility Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Title



## Request to Use Microchipping as a Method of Identification

Name of Business: \_\_\_\_\_ Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

USDA Lic./Reg. Number \_\_\_\_\_ USDA Tattoo# (if any) \_\_\_\_\_

### **Microchip Information:**

Manufacturer and/or Model of Microchip and Reader \_\_\_\_\_

Location of Microchip (For example: left side of neck)  
\_\_\_\_\_

- The location of the chip must be consistent from animal to animal

### **I accept and understand that:**

- The microchip scanner must be readily available to APHIS officials.
- Animal identification records must indicate the microchip number, the manufacturer of the chip, and the approximate location of the microchip in the animal.
- When sold or given to another regulated facility, animals with a microchip must have an official tag or tattoo if the new facility does not have a compatible scanner.
- APHIS may revoke an approval at any time if the microchipping system is discovered to be ineffective.

Licensee/Registrant Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved by APHIS Official \_\_\_\_\_

Date \_\_\_\_\_







USDA, APHIS, Animal Care



SEARCH FOR UNLICENSED ACTIVITY

Search Conducted by \_\_\_\_\_ Date Conducted \_\_\_\_\_

Name of Establishment \_\_\_\_\_ Customer No. if applicable \_\_\_\_\_

Person Contacted \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone No \_\_\_\_\_

Reason for search \_\_\_\_\_

Regulated activity verified Yes  No  Non-compliances present Yes  No  Inspection Report done? Yes  No

Application packet and information provided? Yes  No

Details of Search:

INSPECTOR \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_



## State and Territory Identification Codes National Uniform Tag Code Number

Arranged Alphabetically			
Alabama	64	Montana	81
Alaska	96	Nebraska	47
Arizona	86	Nevada	88
Arkansas	71	New Hampshire	12
California	93	New Jersey	22
Colorado	84	New Mexico	85
Connecticut	16	New York	21
Delaware	50	North Carolina	55
Dist. Of Columbia	10	North Dakota	45
Florida	58	Ohio	31
Georgia	57	Oklahoma	73
Guam	97	Oregon	92
Hawaii	95	Pennsylvania	23
Idaho	82	Puerto Rico	94
Illinois	33	Rhode Island	15
Indiana	32	South Carolina	56
Iowa	42	South Dakota	46
Kansas	48	Tennessee	63
Kentucky	61	Texas	74
Louisiana	72	Utah	87
Maine	11	Vermont	13
Maryland	51	Virginia	52
Massachusetts	14	Virgin Islands	98
Michigan	34	Washington	91
Minnesota	41	West Virginia	54
Mississippi	65	Wisconsin	35
Missouri	43	Wyoming	83

Arranged Numerically			
10	Dist. of Columbia	56	South Carolina
11	Maine	57	Georgia
12	New Hampshire	58	Florida
13	Vermont	61	Kentucky
14	Massachusetts	63	Tennessee
15	Rhode Island	64	Alabama
16	Connecticut	65	Mississippi
21	New York	71	Arkansas
22	New Jersey	72	Louisiana
23	Pennsylvania	73	Oklahoma
31	Ohio	74	Texas
32	Indiana	81	Montana
33	Illinois	82	Idaho
34	Michigan	83	Wyoming
35	Wisconsin	84	Colorado
41	Minnesota	85	New Mexico
42	Iowa	86	Arizona
43	Missouri	87	Utah
45	North Dakota	88	Nevada
46	South Dakota	91	Washington
47	Nebraska	95	Oregon
48	Kansas	93	California
50	Delaware	94	Puerto Rico
51	Maryland	95	Hawaii
52	Virginia	96	Alaska
54	West Virginia	97	Guam
55	North Carolina	98	Virgin Islands



# IMPORTANT

THE FEDERAL DEBT COLLECTION ACT of 1996 requires us to obtain your **Taxpayer Identification Number**. This would be either your Social Security Number or your Employer Identification Number.

This number is for the purpose of collecting and reporting on any delinquent amounts arising out of a person's relationship with the government.

Our computer system will no longer allow processing of your application, license renewal or registration update without entering one of the above numbers.

We appreciate your cooperation in this matter. Please complete the following blanks and return this with your application, renewal application or registration update.

Your Name: \_\_\_\_\_

Your Facility Name: \_\_\_\_\_

License/Registrant Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**OR**

Employer Identification Number: \_\_\_\_\_

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from initial entry to final review, ensuring that all necessary information is captured and verified.

3. The third part of the document addresses the role of the accounting department in this process. It highlights the need for clear communication and collaboration between different departments to ensure the accuracy of the data.

4. The fourth part of the document discusses the importance of regular audits and reviews. It explains how these processes help to identify any discrepancies or errors and ensure that the records are up-to-date and accurate.

5. The fifth part of the document provides a summary of the key points discussed and offers some final thoughts on the importance of maintaining accurate records.

## VOLUNTARY CANCELLATION OF LICENSE/REGISTRATION

TO United States Department of Agriculture  
Animal and Plant Health Inspection Service  
Animal Care

I wish to cancel my license/registration as a USDA licensed or registered

Dealer     Exhibitor     Research     Carrier     Intermediate Handler  
Facility

LICENSE/REGISTRATION NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER (    ) \_\_\_\_\_

I am discontinuing operations as a dealer, exhibitor, research facility, carrier, or intermediate handler and do voluntarily surrender my license/registration. I understand that if a license or registration is required in the future, it will be necessary to apply for a license/registration and meet all the requirements. Furthermore, I understand that operating without a license/registration is a violation of the Animal Welfare Act and subject to punishment.

MY LICENSE/REGISTRATION CERTIFICATE IS ATTACHED.

I CANNOT RETURN MY LICENSE/REGISTRATION CERTIFICATE BECAUSE:

---

---

---

---

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

5.4.42

TITLE \_\_\_\_\_

